



Borough of Chambersburg

Celebrating 50 years of consumer owned gas service
and over 100 years of consumer owned electric service

REQUEST FORM VOCATIONAL TRAINING/TUITION ASSISTANCE

BOROUGH OF CHAMBERSBURG

DATE 7/13/09

PERSONNEL DEPARTMENT

#09-226

EMPLOYEE NAME

Jeffrey Stonehill - #317

TYPE OF TRAINING:

DEPARTMENT

ACADEMIC

POSITION

HIGH SCHOOL

TITLE OF TRAINING

CONVENTION

Icma Annual Conference

CONFERENCE

TRAINING SPONSOR

SEMINAR

Icma

COLLEGE

ADDRESS

OTHER _____

LOCATION OF TRAINING

Montreal, Canada

DATE OF TRAINING:

BEGINS

9/13

TIME

ENDS

9/16

TIME

DESCRIPTION OF TRAINING AND ITS RELEVANCE TO EMPLOYEES JOB:

Per Employment Agreement

EXPENSES	COMPANY NAME	METHOD PYMT	ESTIMATE COST	ACTUAL COST	pd. - we reimbursed
REGISTRATION				<u>1,107.00</u>	
LODGING					
MEALS					
TRANSPORTATION					
OTHER					
			TOTAL		<u>Middletown</u>

ACCT# 70188 % 100

EMPLOYEE SIGNATURE

SUPERVISOR

DEPARTMENT HEAD

PERSONNEL DEPT

Daniel C. Fung
William J. McLaughlin

MANAGER/COUNCIL

100 S 2nd Street, Chambersburg, Pennsylvania 17201-2512

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<http://borough.chambersburg.pa.us>



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Expense and Mileage Report

The Borough policy provides that employees who attend training may be reimbursed for actual expenses. An itemized expense form with receipts attached must be submitted to the Borough Secretary upon your return from training.

NAME Jeffrey Stonehill

DEPARTMENT Administration

PURPOSE OF EXPENSES (Date and Details): ICMA International Conference in Montreal
Que, Canada 9/11-9/17/2009

TRANSPORTATION

.525 Car (\$.55 per mile – 01/01/09)	1,106 miles	\$ 580.65
Tolls (attach receipt)		<u>\$608.30</u>
Parking (attach receipt)	included on hotel folio	

HOTEL ROOM \$1,309.27

MEALS (attach receipts)

9/11	IGA	\$ 58.00
9/11	Le Pierrot Express	\$ 114.71
9/12	Papillon Bleu	\$ 46.25
9/12	Franxsupreme	\$ 11.44
9/13	on hotel folio	\$ 0.00
9/14	Café Prince Arthur	\$ 88.33
9/15	Bateau Mouche	\$ 51.92
9/15	Creperie Suzette	\$ 73.80

TIPS

OTHERS (please list on back)

LESS SPOUSE (AND CHILDREN EXPENSES)

Room \$ -0-
Meals \$ 111 There was no additional occupancy room charge for family
- \$ 111.00

TOTAL EXPENSES \$ 2,251.02

LESS ADVANCE - \$ 0.00

TOTAL DUE \$ 2,251.02
\$ 2,223.37

Signature

Date

9/22/09